



Job Posting Staff Accountant

Hybrid, based near the Corporate office in Orange, CA

If you're passionate about creating meaningful change and fostering equity in our communities, Project Access could be your next transformative career move. Our mission is to empower residents of affordable housing communities, providing them with the tools and opportunities to achieve self-determination and realize their full potential.

We're dedicated to cultivating an inclusive, diverse, and equitable workplace where all team members can thrive. At Project Access, we recognize that our strength lies in our differences, and we actively seek individuals from varied backgrounds, experiences, and perspectives.

No matter your role here, you'll be a crucial part of our collective effort to build resilient communities, drive positive systemic changes, and create pathways to sustainable futures. We believe in the power of community-driven solutions and are committed to amplifying the voices of those we serve.

By joining our team, you'll contribute to breaking cycles of poverty, addressing social inequities, and promoting economic justice. We invite you to bring your unique skills, lived experiences, and passion for social change to help us reimagine what's possible in affordable housing communities.

ABOUT US:

Project Access provides programs and services to over 27,000 children, families, and seniors living in affordable housing communities across the country. We strive to empower residents of affordable housing communities through our onsite services, aiming to create pathways for self-reliance and personal growth.

Join the Project Access team and create impact in the lives of our residents. Hear from them and how their lives have changed: www.project-access.org/success-stories/

POSITION SUMMARY:

The Staff Accountant plays a crucial role in maintaining the financial health and integrity of our nonprofit organization. This position is responsible for executing a wide range of accounting functions, from daily transactions to monthly financial reporting and annual budgeting. The ideal candidate will possess strong analytical skills, attention to detail, and the ability to contribute to the organization's sustainable growth through efficient financial management.

This position offers an opportunity to make a significant impact on our organization's financial health and mission fulfillment. The ideal candidate will blend technical expertise with a passion for our nonprofit's goals.

POSITION RESPONSIBILITIES:

Financial Operations

- Process payroll, maintain payroll records, and respond to employee inquiries regarding payroll

- Support full-cycle accounting processes, including general ledger maintenance, account reconciliations, and financial analysis
- Oversee activities for disbursements, ensuring accurate and timely processing of accounts payable and cash control
- Support Accounts Receivable tasks:
 - Generate customer invoices and process various payment types
 - Manage customer relations, including resolving escalated issues
 - Implement strategies for timely collection of outstanding debts
- Process contributions to retirement plan and maintain plan records
- Manage employee expense reporting process:
 - Review and approve expense reports
 - Ensure timely reimbursement
 - Review reports to address discrepancies or inconsistencies

Reporting and Analysis

- Support the month-end closing process, including:
 - Conducting account analysis and bank reconciliations
- Support production and analysis of monthly financial statements
- Prepare comprehensive balance sheet account reconciliations
- Compile financial reports and supporting notes for board meetings
- Assist with preparation of state and federal tax filings, including using tax returns

Budgeting and Auditing

- Assist in the preparation and implementation of annual budgets for corporate departments and field staff
- Support year-end audits by preparing schedules and documentation as required

Grant Management

- Coordinate monthly grant revenue recognition to ensure accurate reporting and compliance with grant requirements
- Monitor federal and state reports prepared by outside agencies

Training

- Coordinate and prepare training materials and assist with facilitating any training meetings

Additional Responsibilities

- Contribute to special projects and ad-hoc financial analyses as needed
- Identify and implement process improvements to enhance financial operations efficiency
- Stay current with nonprofit accounting standards and best practices
- Maintain an orderly filing system for all financial records

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, or a related field.
- 3-5 years of accounting experience, preferably in the nonprofit sector
- Proficiency in accounting software, Microsoft Excel. Experience in Concur and QuickBooks preferred.
- Maintain adherence to accounting and GAAP standards
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal abilities
- Detail-oriented with a commitment to accuracy
- Ability to manage multiple priorities in a fast-paced environment
- Valid Driver's License, clean driving record, and current automobile insurance
- Successful completion of background check



The details:

- This is a full-time, exempt position
- Location: Hybrid based near Corporate Office (2100 West Orangewood Avenue, Orange, CA 92868)
- Annual compensation: \$65,000-\$75,000, based on experience and location
- Benefits offered:
 - Medical plans, a dental plan, short-term disability, term life insurance, and an employee assistance program (EAP).
 - Vision, ScholarShare 529 College Savings, Pet Insurance, Voluntary Life, Vol Accident, Vol Hospital, and Vol Critical Illness are optional benefits offered at 100% employee cost
 - provides paid time off and 14 paid holidays
 - Safe Harbor 401(k) with 4% company match.

Physical Job Requirements:

- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing.

The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.

We encourage applications from candidates of all backgrounds, particularly those whose identities are underrepresented in our industry. Don't hesitate to apply even if you don't meet 100% of the qualifications. Our company values diverse perspectives and experiences, and we welcome candidates who may not check every box on the requirements list but who have relevant skills, enthusiasm, and potential. We believe our differences make us stronger

TO APPLY for this empowering opportunity, please send your introduction letter and resume to anaccarato@project-access.org with "Staff Accountant" in the subject line.

Equal Opportunity: Project Access, Inc. is an at-will and equal opportunity employer, committed to creating an equitable and inclusive workplace. We value diversity in all its forms and actively seek to build a team that reflects the richness of our community. Our hiring practices are designed to identify and welcome talented individuals regardless of their race, ethnicity, cultural background, religious beliefs or practices, gender identity or expression, relationship status, age, neurotype, physical or sensory abilities, sexual orientation, military service history, or any other aspect of their identity protected by law. We believe that a diverse team leads to better ideas, more innovative solutions, and a stronger community impact. Our goal is to foster an environment where everyone can thrive and contribute their unique perspectives and skills.